



STATE OF TENNESSEE  
**TENNESSEE COMMISSION ON CHILDREN AND YOUTH**

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**PERSONNEL COMMITTEE**

TCCY Library  
Andrew Johnson Tower, Ninth Floor  
Thursday, May 29, 2008  
12:30 p.m.

**MINUTES**

Committee Members Present

Sue Pilson, Chair  
Cindy Durham  
Marti Herndon  
Trudy Hughes  
Carlton Lewis

Committee Members Absent

Tim Goldsmith

Staff Present

Linda O'Neal, Executive Director

Chair Pilson called the meeting to order at 12:41 p.m.

I. Approval of February 2007 Minutes

**MOTION: IT WAS MOVED (HUGHES) AND SECONDED (LEWIS) THAT THE COMMITTEE APPROVE THE FEBRUARY 2007 MINUTES. UNANIMOUSLEY CARRIED.**

II. Staff Feedback Survey – Sue Pilson

Pilson reviewed the staff feedback process and form used two years ago. Staff are sent the form and provided a stamped envelope addressed to Pilson so they can submit responses anonymously. The results of the survey will be provided to the Personnel Committee members and Chair, and a condensed version to all Commission members. Two years ago salaries were a major issue. O'Neal reported many staff has received additional compensation through the focus on "compression" to address disparities. Durham suggested adding questions about what has/has not improved in the past two years. Results will be available at the July Commission meeting.

III. TCCY Executive Director Performance Evaluation – Cindy Durham

Durham reported it is time for the executive director's personnel evaluation as it has been two years since she was evaluated. Following completion of the staff surveys, Durham will distribute a form to Executive Committee members to collect evaluation responses regarding O'Neal's performance. O'Neal will complete a self evaluation. Durham will compile the information from Executive Committee members and meet with O'Neal to complete the evaluation process prior to the October meeting of the Commission.

IV. Other Business

O'Neal reported she has submitted a Business Justification for the Commission staff who will be offered the Voluntary Buyout included in the state budget for 2008-2009. Like other departments and agencies, TCCY is projected to have a reduction of five percent of staff, which is two positions. The positions of personnel who choose to accept the Voluntary Buyout will be abolished. O'Neal also reported two bills have passed that provide additional staff for the Commission to implement the legislation and major new responsibilities. One is to coordinate the Children's Mental Health Council and the other is to coordinate the mapping of state funding for services for children.

Committee meeting adjourned at 1:07 p.m.

Minutes Submitted by:

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Linda O'Neal  
TCCY Executive Director

Minutes Approved by:

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Sue Pilson, Chair  
Personnel Committee